



# Grant Development Office

## Grant Writing Workshop



# Grant Development Office Resources

Ways to connect with us...[tulsaschools.org/grants](https://tulsaschools.org/grants)

## GRANT DEVELOPMENT

WE HELP YOU FIND FUNDING FOR YOUR GREAT IDEAS.

### What do we do?

We help teachers, leaders, parents, and community partners find funding for their great ideas.



Rochelle Klein  
Grant Development Coordinator

### CONTACT US

[TPSGrants@tulsaschools.org](mailto:TPSGrants@tulsaschools.org)  
918-746-6830  
Twitter: [@TPSGrants](#)



### Grant Opportunities

Search for grants to fund your ideas.



### Approval Form

Submit a required Grant Application Approval Form.



### Grant Resources

Review/Edits  
Questions  
Policies / Processes

## GRANT WRITING WORKSHOPS AND WRITERS' CIRCLES

Schedule a workshop or circle at your school or sign up for a scheduled event below.

## CALENDAR



### October



### Grant Writing Workshop

4:30 pm - 5:30 pm  
ESC Room 444


[Read More](#)

## FREQUENTLY ASKED QUESTIONS (FAQS)




# Grant Development Office Resources

## Ways to connect with us...Monthly Newsletters



### Grant Development Office




**Mark your calendars – Fall Workshop and Circle dates!**

**Basic Workshops:**  
Thurs, Sept 14 – 4-5pm  
Wed, Oct 11 – 4:30-5:30pm  
Tues, Nov 14 – 4-5pm

**Come and Go Writers' Circles:**  
Fri, Oct 20 – 8:30am-4:30pm

**Calendar Workshops and Circles occur in ESC Rm 444.**

Contact us to schedule a Workshop or Circle at your school – at your convenience!



**Get to know: Your Title I team**


The Grant Development Office is a part of the Federal Programs and Special Projects team who help the district to plan, manage, and monitor federal, state, and foundation funds. Some of our Federal Programs teammates are specifically assigned to Title I projects.

TPS has 73 Title I schools - identified based on poverty rates. This funding allows the district and schools to offer additional professional development, supplemental curriculum, technology, parent involvement activities, and other critical services not provided through state and local education funds. Each Title I school is assigned a School Support Partner who provides guidance in identifying needs and support for reform efforts. They are committed to collaborating with schools to ensure that the Title I resources are used in the best way possible to promote high academic achievement by every student.

Director of Title I – Natalie Hutto  
School Support Partners – Maribeth Deary, Sharon McSpadden, and Christy Wallace

**Share this newsletter with your friends!**

Did you know that most of your colleagues still don't know about the resources offered by the Grant Development Office? Forward this newsletter to your colleagues and kickstart their thinking about how to fund their great ideas!



**Recently Awarded Classroom Grants**

\* Apply for a grant and look for your name here when you are awarded!

**"It's easier to find funding for a great idea than to find an idea for great funding."**

Follow us on Twitter  
@TPSGrants  
Email us at  
[TPSGrants@tulsa.k12.ok.us](mailto:TPSGrants@tulsa.k12.ok.us)

**Be sure to complete and return a copy of the Grant Application Approval form for all grants.**

This required form, along with **FAQs**, **Grant Writing Tips**, and other **Grant Opportunities** can all be found on the **TPS Grant Development Office** website.

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### Grants with Upcoming Deadlines

#### General School/Classroom

**Field Trips (PK-12):** up to \$700 for field trip expenses  
 Grantor: Target Foundation  
 Deadline: Aug 1 – Oct 1  
<https://comprate.target.com/comprate-responsibility/grants/field-trip-grants>

**Field Trips (PK-12):** Bus transportation costs for field trips to Downtown Tulsa  
 Grantor: George Kaiser Family Foundation/Tulsa Community Foundation  
 Deadline: no less than one month prior to the field trip date  
<http://www.exploredowntowntulsa.com/>

**Classroom Pets (PK-8):** rebates to purchase and provide for a pet in the classroom  
 Grantor: Pet Care Trust  
 Deadline: opens Aug 1  
<http://www.petintheclassroom.org/grant-app/>

**School and Classroom Supplies (PK-12):** \$50 CVS gift card for school supplies and personal care items for qualifying community-based organizations  
 Grantor: CVS Health Foundation  
 Deadline: Ongoing  
<http://cvshelath.com/socialresponsibility/cvgiving/localcommunitysupport/>

**General School/Classroom (PK-12):** up to \$5,000 for basic, one time project needs  
 Grantor: Lowe's Toolbox for Education  
 Deadline: opens Aug 7, closes when 1500 apps received  
<http://www.toolboxforeducation.com/>

**Service Learning (18 and under):** up to \$1,000 to support student-led service learning projects  
 Grantor: Karma for Cara Foundation  
 Deadline: July 1, Oct 1, Jan 1, April 1  
<http://karmafoundation.org/get-involved/apply-for-a-microgrant/>

**School and Classroom Supplies (PK-12):** Register for classroom and project materials that donors may select to fund.  
 Grantor: DonorsChoose  
 Deadline: Ongoing  
<http://www.donorschoose.org/>

**General School/Classroom (PK-12):** up to \$500 to purchase materials and supplies  
 Grantor: Association of American Educators Foundation  
 Deadline: Oct 1 and Mar 1  
<http://www.aaefteachers.org/index.php/classroom-grant-application>

**General School/Classroom (PK-6):** \$5,000-20,000 to support early childhood education in areas of fine/performing arts, cultural programs, social services, conservation/environmental protection  
 Grantor: Francis Dewing Foundation  
 Deadline: Apr 1 and Oct 1  
<http://www.frd-foundation.org/apply05.html>

**Student Travel:** up to \$750 to an eligible student or young person for education or performance-related travel with their class or youth group  
 Grantor: SYTA Youth Foundation – Road Scholarship  
 Deadline: Nov 15 and Mar 15  
<http://sytayouthfoundation.org/road-scholarship>

#### Reading/Literacy

**Reading/Language Arts/Current Events Classrooms (PK-12):** Free daily digital subscription to The Daily Oklahoman, includes subject-based ed programs  
 Grantor: The Daily Oklahoman  
 Deadline: Ongoing  
<http://theoklahoman.com/index.cfm>

**Art Classrooms/Libraries (PK-12):** free books on contemporary art and culture to rural or inner-city schools, libraries, and alternative reading centers  
 Grantor: Distribution to Underserved Communities Library Program  
 Deadline: Ongoing  
<http://www.artsourcetransfer.org/dtc>

**Libraries (PK-12):** book donations to start, rebuild or add to a library that serves low-income or underserved children or to give books to low-income/underserved children who have never had one  
 Grantor: The Liba Libraries  
 Deadline: Ongoing  
<http://www.libalibraries.org/frames.html>



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# Grant Development Office Resources

## Ways to connect with us...Twitter and Email

@TPSGrants



**TPS Grants**

@TPSGrants


Tulsa Public Schools Grant Development Office...Motto: It's easier to find funding for a great idea than to find an idea for great funding.

kleinro@tulsaschools.org

From ▾ KleinRo@tulsaschools.org

Send To... Cc... Bcc... Subject:

We want to hear from YOU! Please click [HERE](#) to respond to a brief, 3-question survey about you

  
**TULSA PUBLIC SCHOOLS**

EQUITY CHARACTER EXCELLENCE TEAM JOY

**Rochelle Klein | Grant Development Coordinator**  
Tulsa Public Schools, Federal Programs and Special Projects  
3027 S New Haven Ave, Room 413, Tulsa, OK 74114

T: 918-746-6830  
[Grant Development Office Website](#) – grant resources, including 24 pages of grant opportunities  
[@TPSGrants](#)  
[kleinro@tulsaschools.org](mailto:kleinro@tulsaschools.org)  
[www.tulsaschools.org](http://www.tulsaschools.org)  
[facebook.com/TulsaPublicSchools](https://facebook.com/TulsaPublicSchools)  
[@tulsaschools](#)

*Contact me to schedule a Grant Writing Workshop or Writers' Circle at your school.*





# Grant Development Office Resources

## What we offer...

- 100s of searchable Grant Opportunities
- Grant Writing Workshops – 1x/semester at ESC, by invitation at your school
- Grant Writers' Circles – 1x/semester at ESC, by invitation at your school
- Answers to grant questions
- Help in editing and reviewing applications and budgets





## Our Motto

**“It’s easier to find funding for a great idea than to find an idea for great funding.”**

**- Author Unknown**





# Need v. Solution

## Need

- An underlying deficiency
- Something that the students or community are lacking
- Examples:
  - Low achievement scores
  - Lack of access to technology

## Solution

- The program or materials that will be used to address the underlying need
- Examples:
  - Enhanced curriculum
  - Computers/tablets



# Identifying Your Need

**Where do I look?...Look at the data!**

- District, school, classroom level data:
  - Test scores (state, MAP, self-administered pre- and post tests)
  - Attendance
  - Free or Reduced Lunch rates
  - Student behavior
  - Demographics
- Surveys – formal or informal

**Don't forget...**

- Don't just assume you know the root need
- Be sure to save your data





# Identifying Your Need

## Prioritize Your Need

- Highest need, but biggest project
- Lower need, but smaller project
- You decide!





# Great Ideas to Meet Your Needs

- After identifying and prioritizing your needs, brainstorm what programs, projects, or materials would help you address that need.
- Remember!
- Look to where the need is pointing, NOT
  - What you like to do
  - Latest and greatest fad in education





# Great Ideas to Meet Your Needs



**Concept:** How does this idea align with Destination Excellence and your school's annual goals?



**Project Description:** Outline a brief description of the project (what you will do and how you will do it), anticipated goals (what are you trying to accomplish), evaluative measures (how will you know you accomplished your goal).



**Budget:** Sketch out a rough budget estimating total project costs.



# Grants to Fund Your Great Ideas

## What is a grant?

A grant is support, generally financial, that helps an individual, group, or agency carry out projects that promote the priorities of the funder.

- Four types of grants

## What is the grantseeker's job?

The grantseeker's job is to find the funder whose vision for helping the world matches their project.



# Grants to Fund Your Great Ideas

## Golden Rule of Grants

The man with the “gold” makes the rules.

Remember!

If your goals do not meet the priorities and vision of the funder, your project is unlikely to get funded.





# Grants to Fund Your Great Ideas

## Funding Research

Finding the right funding for your great idea can be time-consuming. Look carefully and be flexible!

Search the TPS Grant Opportunities

Web search for “classroom grants”



### Grant Opportunities

**Search for grants** to fund  
your ideas.





# How to Apply for a Grant

## Grant Application Approval Form

District policy requires that you submit a Grant Application Approval Form (signed by yourself and your principal/supervisor) for all grant applications.

Send a copy of your grant application, along with a signed Grant Application Approval Form, to the Grant Development Office.



### Approval Form

Submit a required **Grant Application Approval Form**.



# How to Apply for a Grant

## Common Components of a Grant Application

**Statement of Need:** Describe the facts and data about your program, school, or classroom that demonstrate your need for this project.

**Organization Background Information:** List your district, school, or classroom demographics; school or program annual budget; and community partners.

**Project Description:** Tell the story of exactly what your project will look like. What will you do and how will you do it?



# How to Apply for a Grant

## Common Components of a Grant Application

**Objectives/Goals:** Develop SMART goals. What are you trying to accomplish?

**Evaluation:** Specifically identify the data you will collect and analyze to measure achievement of your objectives and goals. How will you know you accomplished your goal?





# How to Apply for a Grant

## Common Components of a Grant Application

**Budget:** Tell them, in detail, how you will spend every cent of their money.

10 boxes of crayons x \$1.00/box = \$10.00

5 packs of paper x \$0.50/pack = \$2.50

5 packs of stickers x \$0.50/pack = \$2.50

Total = \$15.00

Be as accurate as possible. Never use sale/discounted prices. It's better to err on the side of having saved money than needing more.

Be sure to check for items or services they will not fund.

Be sure to include incidental charges such as shipping/handling and employee benefits. TPS is always tax-exempt.



# Managing Your Grant Funds



## Post Award Processes

- Notify the Grant Development Coordinator.
- Send copies of all award notifications and funder correspondence to the Grant Development Coordinator.
- Do NOT order, reserve, or purchase anything for your grant until your assigned Budget Analyst has given you your grant account number is ready to begin the purchasing process.
- Work closely with your Budget Analyst to ensure proper expenditures and required reporting.
- Send a thank you note to foundational funders, with a copy sent to the Grant Development Coordinator – required by TPS Board Policy 5803.



# Contact Information

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918-746-6830

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